

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Sr Transportation Planner	OFFICE/BRANCH/SECTION Air Quality Conformity and Resiliency Planning	
WORKING TITLE Resiliency and Safety Specialist	POSITION NUMBER 900-074-4724-110	REVISION DATE 12/18/2025

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under general direction of the Chief, Office of Air Quality Conformity and Resiliency Planning, a Supervising Transportation Planner, the Senior Transportation Planner assists the office and Division of Transportation Planning (DOTP) in implementing new infrastructure resiliency and safety efforts established as a result of the Federal Infrastructure Investment and Jobs Act (IIJA). The incumbent broadly provides leadership and be responsible for accelerating implementation of infrastructure resiliency and safety initiatives relating to subject areas including but not limited: greenhouse gas (GHG) emissions and vehicle miles traveled (VMT) reduction, climate adaptation, infrastructure resiliency, the Promoting Resilient Operations for Transformative, Efficient, and Cost-saving Transportation (PROTECT) Grant program and any additional programs established by the CA State Legislature and implementation of the Safe Systems Approach through assistance with the completion of district Road Safety Infrastructure Plans (RSIP) and the Caltrans Road Safety Action Plan (RSAP).

CORE COMPETENCIES:

As a Sr Transportation Planner, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Safety, Equity, Climate Action, Employee Excellence - Innovation, Integrity, People First)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Climate Action, Employee Excellence - Innovation)
- Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Safety, Climate Action, Employee Excellence - Equity, Innovation, Integrity)
- Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Employee Excellence - Integrity)
- Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Climate Action, Employee Excellence - Integrity)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Climate Action - Equity, Innovation, Integrity)
- Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Climate Action, Employee Excellence - Innovation, Integrity, People First)
- Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, Climate Action, Employee Excellence - Innovation)
- Technical Expertise:** Depth of knowledge and skill in a technical area. (Safety, Climate Action, Employee Excellence - Innovation)

TYPICAL DUTIES:

Percentage  
Essential (E)/Marginal (M)<sup>1</sup> Job Description

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

25%	E	Co-leads and assists with the HQ Division of Safety Programs (DOSP) in producing statewide guidelines and individual district Road Safety Infrastructure Plans (RSIP)s. Serves as a co-lead for the statewide RSIP effort, including district RSIP creation efforts: public engagement and stakeholder coordination; data consolidation and analysis; identification of proactive safety countermeasures; scoping and prioritizing project locations; summarizing results; implementing the action plan; and creating final plan results. Assists with producing statewide methodology, creating the program strategy report, creating a lessons learned log, creating district traffic safety plans, and preparing technical assistance, studies, training, and special reports. Coordinates DOTP's efforts associated with the creation and implementation of the Strategic Highway Safety Plan with the Headquarters DOSP and other HQ divisions.
25%	E	Leads and partners with Caltrans, including, but not limited to, the Division of Environmental Analysis, Asset Management, Sustainability, and Division of Design, on various resiliency/readiness initiatives; duties include identification of man-made and natural resiliency/readiness strategies and initiatives related to federal and state program implementation within DOTP and Caltrans Districts, development of resiliency/readiness planning expertise in other Divisions, and other related efforts. Proactively collaborates and advocates for initiatives or projects that may be needed to advance Departmental knowledge and understanding of resiliency/readiness planning. Provides leadership and supports to mainstream resiliency/readiness and adaptation practices into Caltrans business practices and assures a comprehensive and coordinated approach on resiliency planning.
15%	E	Provides support to the development and oversight of port security/resiliency planning efforts, including coordination and partnership with internal Caltrans divisions and districts and external partner agencies, including port agencies, across the state. Duties include conducting policy and program research, writing, analysis, and providing technical contributions to initiatives, including the development of tools and guidance. Develops recommendations for DOTP to implement policy and program changes that advance infrastructure resiliency, sustainability, and equity including, but not limited to, implementation of new federal and/or state programs.
15%	E	Gathers and analyzes information and serves as a subject matter expert on various subjects related to infrastructure resiliency planning, including man-made physical and cyber attacks, and natural weather and climate impacts. Maintains a working knowledge of current research, regulations, and approaches for addressing these topics especially as they relate to the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA).
15%	E	Represents Planning and Modal Programs on the development, update, and implementation of the Caltrans' biennial Road Safety Action Plan (RSAP), which includes tracking implementation progress and contributing to an annual report. Maintains a project and service portfolio to monitor the RSAP and establish priorities for implementing the Safe Systems Approach in the Division of Transportation Planning (DOTP).
5%	M	Performs other job related duties within the scope of the classification as assigned.

<sup>1</sup>ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.  
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This position does not directly supervise others, but will act as a project manager and may oversee the work of team members on specific projects.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of man-made and natural disasters and emergencies as they relate to transportation planning, especially in the areas of preparedness and infrastructure resilience, safety and security, and greenhouse gas and vehicle miles traveled (VMT) reduction goals. Knowledge of project development and programming processes; the Department's mission, visions, goals, and organization, policies and procedures; Federal and State laws and regulations with a focus on those related to the mission of the office (safety, resiliency, and security); program and project management skills; key concepts and application of transportation planning principles. Knowledge of safety issues related to transportation planning and the operation and maintenance of transportation systems. Knowledge of Port Security issues and California Ports and their importance to the states ecoeconomy and goods movement efforts.

Ability to recognize evolving issues in transportation planning and conduct research, analysis, and develop logical and pragmatic recommendations on emerging issues; write, edit, and review effectively and critically; communicate clearly both orally and in writing; and work effectively with others both within and outside the Department to establish and maintain cooperative relationships, particularly on sensitive issues involving private industry and other states.

## POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

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Additional Desirable Qualifications: Ability to develop and maintain effective relationships internally and externally for successful on-going interaction; knowledge of planning work done by Caltrans and its role in providing an effective multi-modal transportation system; effective multi-disciplinary project management expertise; strong interpersonal and presentation skills; ability to develop innovative and effective solutions and strategies for transportation problems and implement them; and computer skills, including the use of word processing, spreadsheets, and presentation software.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent maintains contacts inside and outside the Department concerning transportation planning, including with staff of the Federal Highway Administration, Metropolitan and Regional Transportation Planning Organizations, and port agencies. The position is responsible for critical and sensitive issues, development, and recommendations that may impact multiple divisions, the Department, regional agencies, cities, counties, the development community, and the public. Failure to consider the political sensitivity or fully evaluate fiscal, economic, social, and environmental effects could have critical negative impacts.

The incumbent is responsible for participating in a wide range of planning initiatives and programs. Failure to make effective decisions and implement changes can result in program element failure, a negative impact on Caltrans' reputation, and loss of federal and state funds.

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### PUBLIC AND INTERNAL CONTACTS

The incumbent maintains routine internal contact with DOTP offices, Headquarters Divisions, Districts, other state agency representatives as necessary. Involvement with local/regional agencies, stakeholders, researchers, advocacy groups, Tribal governments, and the public may also be necessary.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must develop and maintain cooperative working relationships, deal effectively with pressure, and maintain focus and intensity yet remain optimistic and persistent, even under adversity. Support a work environment that encourages creative thinking and innovation. Develop new insights into situations and apply innovative solutions to make organizational improvements. Act in a fair and ethical manner, demonstrate commitment to public service, develop organizational improvements, foster a creative and innovative work environment, be willing to take intelligent risks, and value equity and diversity in the workforce. Adjust rapidly to new situations warranting attention and resolution.

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### WORK ENVIRONMENT

The incumbent works in front of a dual-monitor computer system under artificial light in an office setting with long periods of working in a sitting or standing position. The incumbent may be required to travel in state and out-of-state, to meet with customers, districts, and/or attend meetings and conferences.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. The selected candidate may be required to conduct business travel on behalf of the Department or commute to the headquarterd location. Business travel reimbursements considers an employee's designated Headquarters location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquarterd location will be the responsibility of the selected candidate.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

EMPLOYEE (Print)	
EMPLOYEE (Signature)	DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)	
SUPERVISOR (Signature)	DATE